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30 May 1974

MEMORANDUM FOR: The Deputy Director.

SUBJECT : NIO Briefing Book Submission

1. Although my colleagues have been busy, little has arisen that requires special, separate mention in this briefing note. All the papers produced under our aegis during your absence have been sent automatically to your office and Nancy should have them. If she or Karl so desire, [] will give them a checklist to be sure you have available for reading anything you particularly want to see.

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2. The busiest account, not surprisingly, has been the Middle East. [] will give you a detailed oral run-down on sensitive developments at your convenience. We are assembling a package of materials for the President in case he should leave on a Middle East trip in the near future, as will probably be the case.

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3. On the personnel side -- as the Director knows -- Jim Critchfield has decided to retire before 1 July. This will require some reordering of responsibilities. I have several thoughts on how best to handle these matters and would like to discuss them privately with you before I submit them formally to the Director.

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George A. Carver, Jr.

Deputy for National Intelligence Officers

O/D/DCI/NIO: GACarver/mee

Distribution

Orig - ES for DDCI briefing book

1 - D/NIO Chrono ✓

1 - NIO/RI

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EXECUTIVE SECRETARIAT

Routing Slip

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TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
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SUSPENSE					
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Preparation of Briefing Books for the Director and Deputy Director

1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.
2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.
3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10 1/2 paper suitable for insertion in a three-ring looseleaf notebook.

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